



RFP No.: DOH-111-05-02

State of Hawaii  
Department of Health  
Communicable Disease Division  
Hansen's Disease Branch

## **Request for Proposals**

**RFP Number DOH-111-05-02**

**Phlebotomy and Laboratory Services for State  
Department of Health Hansen's Disease Branch**

**February 1, 2005**

Note: If this RFP was downloaded from the State Procurement Office RFP Website, each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
HANSEN'S DISEASE BRANCH**

3650 Maunalei Avenue  
Sinclair Building, Room 210  
Honolulu, Hawaii 96816

February 1, 2005

**REQUEST FOR PROPOSALS**

**PHLEBOTOMY AND LABORATORY SERVICES  
RFP No. DOH-111-05-02**

The Department of Health, Communicable Disease Division, Hansen's Disease (HD) Branch, is requesting proposals from qualified applicants to provide phlebotomy and laboratory services for its three HD programs: Hansen's Disease Community Program (HDCP) and Hale Mohalu Hospital in Honolulu, and Kalaupapa Care Home on Molokai. Laboratory services shall be provided for patients on the islands of Oahu, Maui, Hawaii, Kauai, and Molokai. In addition to providing laboratory services, the Contractor shall provide the pick up of specimens from various offices, the delivery of completed laboratory results (hard copies), and the drawing of specimens at the Contractor's designated laboratory/phlebotomy sites. The contract term will be from July 1, 2005 through June 30, 2011.

Proposals shall be mailed and postmarked by the United States Postal Service on or before March 14, 2005, or hand delivered no later than 3:30 p.m., Hawaii Standard Time (HST), on March 14, 2005, at the drop off site designated on the Proposal Mail-in and Deliver Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Hansen's Disease Branch will conduct an orientation on February 16, 2005 from 10:30 a.m. to 11:30 a.m. H.S.T., at 3650 Maunalei Avenue, Sinclair Building, Room 210, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 3:30 p.m. HST on March 1, 2004. All written questions will receive a written response from the State on or about March 7, 2004.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. Baron Chan, 3650 Maunalei Avenue, Sinclair Building, Room 210, Honolulu, Hawaii, 96816, or may be made by telephone to (808) 733-9831, fax: (808) 733-9836, or e-mail: [bdchan@mail.health.state.hi.us](mailto:bdchan@mail.health.state.hi.us).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

<b>ONE ORIGINAL AND THREE COPIES OF THE PROPOSAL ARE REQUIRED</b>
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**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)  
NO LATER THAN  
March 14, 2005**

**All Mail-ins**

Hansen's Disease Branch  
3650 Maunalei Avenue  
Sinclair Building, Room 210  
Honolulu, Hawaii 96816

**DOH RFP COORDINATOR**

Baron Chan  
For further information or inquiries  
Phone: 733-9831  
Fax: 733-9836

HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **3:30 P.M., Hawaii Standard Time (HST) March 14, 2005.**

**Drop-off Site**

Hansen's Disease Branch  
3650 Maunalei Avenue  
Sinclair Building, Room 210  
Honolulu, Hawaii 96816

**BE ADVISED:** All mail-ins postmarked by USPS after **March 14, 2005**, will be rejected.  
Hand deliveries will **not** be accepted after **3:30 p.m., HST, March 14, 2005.**  
Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **3:30 p.m., HST, March 14, 2005.**

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

### I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### II. RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Baron Chan

Department of Health, Hansen's Disease Branch

3650 Maunalei Avenue, Sinclair Building Room 210

Honolulu, Hawaii 96816

Phone (808) 733-9831 Fax: (808) 733-9836

### IV. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
Public notice announcing RFP	2/1/05
Distribution of RFP	2/1/05 - 3/14/05
RFP orientation session	2/16/05
Closing date for submission of written questions for written responses	3/1/05
State purchasing agency's response to applicants' written questions	3/3/05- 3/7/05
Discussions with applicant prior to proposal submittal deadline (optional)	3/8/05 - 3/11/05
Proposal submittal deadline	3/14/05
Discussions with applicant after proposal submittal deadline (optional)	3/16/05 - 3/23/05
Final revised proposals (optional)	3/30/05
Proposal evaluation period	3/14/05 - 4/7/05
Provider selection	4/8/05
Notice of statement of findings and decision	4/11/05- 4/15/04
Contract start date	7/1/05

### V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** February 16, 2005 **Time:** 10:30 am – 11:30 am

**Location:** Hansen's Disease Branch  
3650 Maunalei Avenue, Sinclair Building Room 210  
Honolulu, Hawaii 96816



Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

## **VI. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** March 1, 2005 **Time:** 3:30 pm HST

State agency responses to applicant written questions will be provided by:

**Date:** March 7, 2005

## **VII. Submission of Proposals**

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a

cost proposal/budget if required. (Refer to Section 3 of this RFP.)

5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The

number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

**Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail, website or other electronic means is not permitted.**

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## **VIII. Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## **IX. Opening of Proposals**

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **X. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XI. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XII. Final Revised Proposals**

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIII. Cancellation of Request for Proposal**

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

## **XIV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## **XV. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

## **XVI. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

## **XVII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XVIII. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Chiyome Leinaala Fukino, M.D.	Name: Ann Kinningham
Title: Director of Health	Title: Chief, Administrative Services Office
Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96813	Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96813
Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813	Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813

## **XIX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

## **XX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**



## **Section 2**

### **Service Specifications**

#### **I. Introduction**

##### **A. Overview, purpose or need**

The Hansen's Disease Branch is comprised of three separate programs. The Hansen's Disease Community Program handles approximately 400 Hansen's disease patients and their contacts on an outpatient basis. Kalaupapa Settlement and Care Home has approximately 37 elderly previously institutionalized Hansen's disease patients. The patients in Kalaupapa remain there at their own choice and can do so as long as they choose to in accordance with state statutes. Hale Mohalu Hospital is a licensed 21 bed specialty hospital. It delivers medical care for the Kalaupapa patients that cannot be provided for at the Kalaupapa Care Home. Many of the health problems encountered by the Kalaupapa patients are the results of a rapidly aging population (average age = 76) and disabilities due to Hansen's disease.

Specimen collection and laboratory test are necessary for medical diagnosis and management of patient's medical conditions.

##### **B. Description of the goals of the service**

Provide accurate and timely laboratory tests and results. Provide phlebotomy services statewide.

##### **C. Description of the target population to be served**

Hansen's disease outpatients and Kalaupapa patients.

##### **D. Geographic coverage of service**

Laboratory services shall be provided for patients on the islands of Oahu, Maui, Hawaii, Kauai, and Molokai. In addition to providing laboratory services, the Contractor shall provide the pickup of specimens from various offices, the delivery of completed laboratory test results and the drawing of specimens at the Contractor's designated laboratory/phlebotomy sites.

For the patients at Kalaupapa Settlement, the Contractor shall provide phlebotomy services for routine services, once each quarter in the settlement. For non-routine laboratory services, the medical staff at Kalaupapa will obtain the specimen and air ship the specimen by air. The Contractor will pick up the specimen for processing at the Honolulu airport via the State's contract air service.

The contractor must be able to provide phlebotomy services at a minimum of twenty five (25) sites in the State of Hawaii with at least one site, or subcontracted site, located in each of the following areas:

Oahu - Central, Leeward, Windward, and Downtown regions  
 Maui – Wailuku  
 Hawaii – Hilo and Kailua-Kona  
 Kauai  
 Molokai

**E. Probable funding amounts, source, and period of availability**

There is high probability for continued funding throughout the contracted period. The contract will be funded through State funds.

## **II. General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual.

All services, including services performed by a subcontractor, shall be performed in a laboratory certified and licensed by Medicare. The laboratory shall also be currently certified by the College of American Pathologists. The Contractor's laboratory (and the subcontractor's laboratory, if applicable) shall at all times be under the direct personal supervision of a laboratory director currently licensed by the State of Hawaii. Services shall be performed by licensed medical technologists and/or by laboratory technicians performing under the direct supervision of licensed personnel.

**B. Secondary purchaser participation**  
 (Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases None

**C. Multiple or alternate proposals**  
 (Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☒ Single      ☐ Multiple      ☐ Single & Multiple
**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☐ Single term ( $\leq$  2 yrs)      ☒ Multi-term ( $>$  2 yrs.)

Contract terms:

Maximum length of contract: 6 years

Contract period shall commence on the contract start date or Notice to Proceed whichever is later.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Mr. Baron Chan  
 Hansen's Disease Branch  
 3650 Maunalei Avenue  
 Sinclair Building, Room 210  
 Honolulu, Hawaii 96816  
 (808) 733-9831  
 bdchan@mail.health.state.hi.us

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities** (Minimum and/or mandatory tasks and responsibilities)

The following list of laboratory tests is required by the three HD programs. Other types of test, not included in this RFP may be requested for Hale Mohalu Hospital or Kalaupapa Care Home; however, the Contractor will be reimbursed for these other tests at Medicare rates.

The Contractor shall provide all required supplies and materials in order to perform the services requested herein. The Contractor shall also provide, at no additional cost to the State, supplies for any laboratory specimens which require special handling or special shipping precautions.

**GROUP A - HANSEN'S DISEASE COMMUNITY PROGRAM**

- |   |              |
|---|--------------|
| 1. CBC with Diff/Platelet   | \$_____/test |
| 2. Liver profile: Albumin; Bilirubin (total and direct); ALT/SGPT; AST/SGOT | \$_____/test |
| 3. Creatinine   | \$_____/test |
| 4. Urinalysis   | \$_____/test |
| 5. G6PD   | \$_____/test |
| 6. FSH  | \$_____/test |
| 7. LH   | \$_____/test |
| 8. Testosterone   | \$_____/test |
| 9. Vit B12/Folate   | \$_____/test |
| 10. Iron & TIBC   | \$_____/test |
| 11. Pregnancy Test  | \$_____/test |

**GROUP B - HALE MOHALU HOSPITAL AND KALAUPAPA CARE HOME**

- |   |              |
|---|--------------|
| 12. Chemistries<br>(Description of comprehensive metabolic follows) | \$_____/test |
| 13. Chemistries as in #12<br>With CBC                               | \$_____/test |
| 14. Chemistries as in #12<br>With CBC, UA                           | \$_____/test |
| 15. Liver Profile/Panel<br>(See description below)                  | \$_____/test |
| 16. Lipid Profile<br>(See description below)                        | \$_____/test |
| 17. TSH Reflex, TSH & Free T4 if needed                             | \$_____/test |
| 18. TSH & Free T4   | \$_____/test |

19. Arthritis Panel (See description below)	\$____/test
20. Hepatitis B Monitoring Panel (See description below)	\$____/test
21. Hepatitis Panel, Comprehensive (A,B,C) (See description below)	\$____/test
22. Anemia Profile/Panel, basic (See description below)	\$____/test
23. Urinalysis	\$____/test
24. Creatinine Clearance (See description below)	\$____/test
25. CO2 Content	\$____/test
26. Hemoglobin A1C (HPLC)	\$____/test
27. Potassium Level	\$____/test
28. Protein, 24 hr. Urine	\$____/test
29. Glucose, fasting	\$____/test
30. Glucose, 2 hr. post-prandial	\$____/test
31. BUN	\$____/test
32. CBC	\$____/test
33. CBC, differential	\$____/test
34. CBC, Diff and Platelets	\$____/test
35. Prothrombin Time & INR	\$____/test
36. Reticulocyte Cell Count	\$____/test
37. Partial Thromboplastin Time	\$____/test
38. Prostate Specific Antigen	\$____/test

39. Carcinoembryonic Antigen (EIA-Roche)	\$_____/test
40. Culture and Sensitivity, Wound	\$_____/test
41. Culture and Sensitivity, Urine	\$_____/test
42. Sensitivity, MIC	\$_____/test
43. Digoxin Level	\$_____/test
44. Electrolytes (Na, K, Cl, CO2)	\$_____/test
45. Electrolytes; Glu, BUN, Creat	\$_____/test

### **HALE MOHALU HOSPITAL AND KALAUPAPA CARE HOME PROFILE DESCRIPTIONS**

1. Comprehensive Metabolic Profile
 

Glucose	BUN
Bilirubin, total	Creatinine
Sodium	Total Protein
Potassium	Albumin
Chloride	Calcium
SGOT (AST)	ALK Phos
2. Liver Profile/Panel
 

Serum Albumin
Serum Alkaline Phosphatase
Total Bilirubin, Direct Bilirubin
AST (SGOT)
ALT (SGPT)
3. Arthritis Panel
 

Uric Acid	SED Rate
Fluorescent Antibody, Screen	Rheumatoid Factor
4. Hepatitis Panel, Comprehensive (A, B, C)
 

HAV Ab	HAV Ab, total
HBc Ab	HBs Ab
HBs Ag	HCV Ab
5. Hepatitis B Panel
 

HBs Ag	HBs Ab
HBC Ab	

6. Anemia Profile/Panel, Basic  
(CBC, Reticulocyte Count, TIBC) with Ferritin
7. Creatinine Clearance  
Serum Creatinine                      Urine Creatinine
8. Lipid Profile  
Cholesterol Total and HDL      Calculated LDL  
Triglycerides

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

At the time of the proposal submittal and throughout the contract period, the Contractor(s) performing the services specified herein shall have a minimum of six (6) licensed medical technologists and shall be certified or licensed by Medicare and by the College of American Pathologists (CAP) or the Centers for Disease Control and Prevention (CDC). If not certified and licensed by CAP or CDC at the time of proposal submittal, bidder must submit with the proposal, a letter certifying that his/her laboratory is eligible for the CAP or CDC certification and that such certification will be obtained within a reasonable amount of time.

**2. Administrative**

- a. Hawaii General Excise Tax License. Applicant shall submit its current Hawaii General Excise Tax I.D. number.
- b. Tax Liability. Services to be performed under this RFP is a business activity under Chapter 237 Hawaii Revised Statutes (HRS) and Chapter 238 HRS as applicable. Both out-of-state vendors and Hawaii vendors are advised that the gross receipts derived from this proposal are subject to the 4% general excise tax and ½% user tax where applicable.
- c. Wage Certificate. Applicant shall complete and submit the Wage Certificate by which applicant certifies that the services required will be performed pursuant to Section 103-55 (HRS).

**3. Quality assurance and evaluation specifications**

As required under licensure requirements.

**4. Output and performance/outcome measurements**

In the opinion of the Program's medical director or his duly authorized representative, if any original test result does not correlate with the patient's clinical condition and therefore is unacceptable, the Contractor shall, at no additional cost to the State, perform repeat test(s) conforming to the requirements herein. All repeat tests are to be completed within the given turn around time as stated under Reporting Requirements for program and fiscal data

**5. Experience**

The applicant shall have a minimum of three (3) years of experience in the provision of laboratory services in Hawaii.

**6. Coordination of services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

**7. Reporting requirements for program and fiscal data**

The Hansen's Disease Community Program (HDCP) has outpatients who are under the care of private physicians. Requests for laboratory services will be initiated from the physicians' offices with hard copy reports sent back to both the physicians and the HDCP.

Test results for the HDCP shall be sent to both the program and the submitting private physician. The Contractor shall deliver the test results in hard copy form no later than 24 to 48 hours after specimen collection. Reports to HDCP and Hale Mohalu Hospital may be provided through a tele-printer due to the large numbers of reports.

The Contractor shall deliver the test results in hard copy form to Hale Mohalu Hospital by noon of the following day, and to Kalaupapa Care Home within 48 hours after specimen collection. Delivery may be either by mail or by hand delivery as long as the delivery time requirements are complied with.

Critical test results are to be reported by phone to the respective HD programs "STAT".

**8. Pricing structure or pricing methodology to be used**

The Department of Health Hansen's Disease Branch is permitting the use of a pricing structure based on a unit of service rate.



The award, if any, shall be made to the responsible applicant offering competitive and reasonable prices for each test for which a proposal is submitted.

The bid price per test shall include all labor, required supplies, any pickup and delivery or mailing charges, expenses for providing quarterly routine phlebotomy services at Kalaupapa Settlement, all applicable taxes, and any other costs necessary to perform the services specified herein.

**9. Units of service and unit rate**

Laboratory tests will be requested “as needed” and cannot be adequately projected.

**IV. Facilities**

Adequacy of facilities relative to the proposed services.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

#### **I. Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

**Applicant shall include points of contact, addresses, e-mail, and phone numbers. The State reserves the right to contact references to verify experience.**

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

### **E. Facilities**

The Contractor shall demonstrate the adequacy of its facilities relative to the proposed services.

## **III. Project Organization and Staffing**

### **A. Staffing**

#### **1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

#### **2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

**B. Project Organization**

**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

**2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

**IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

**V. Financial**

**A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

**1. Pricing Structure Based on Cost per Unit (Lab Test)**

Bid costs for each requested laboratory test may be inserted in Section 2, No. III, Scope of Work, Service Activities.

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

### Proposal Evaluation

#### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

#### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		
<i>Proposal Application</i>		<b>100 Points</b>
Program Overview	0 points	
Experience and Capability	10 points	
Project Organization and Staffing	10 points	
Service Delivery	5 points	
Financial	75 Points	
<b>TOTAL POSSIBLE POINTS</b>		<b>100 Points</b>

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Wage Certificate
- Certifications

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

***Program Overview:*** No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

##### 1. *Experience and Capability (10 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

##### A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

##### B. Experience

- Demonstrated skills, abilities, knowledge of, and experience to the delivery of the proposed services.



**C. Quality Assurance and Evaluation**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

**D. Coordination of Services**

- Demonstrated capability to coordinate services with other agencies and resources in the community.

**E. Facilities**

- Adequacy of facilities relative to the proposed services.

**2. Project Organization and Staffing (10 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

**A. Staffing**

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

**B. Project Organization**

- **Supervision and Training**: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart**: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

**3. Service Delivery (5 Points)**

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

**5. Financial (75 Points)**

**Pricing structure based on unit of service rate**

Competitiveness and reasonableness of unit of service rate, as applicable.

The award, if any, shall be made to the responsible applicant offering competitive and reasonable prices for each test for which a proposal is submitted.

The bid price per test shall include all labor, required supplies, any pickup and delivery or mailing charges, expenses for providing quarterly routine phlebotomy services at Kalaupapa Settlement, all applicable taxes, and any other costs necessary to perform the services specified herein.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

## **Section 5**

# **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Wage Certificate

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Wage Certificate	Section 1 & 4, RFP	Section 5, RFP	<b>X</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b><i>Federal Certifications</i></b>				
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				
Evidence of Laboratory License/Certification			<b>X</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **Proposal Application Table of Contents**

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
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<b>B.</b>	Experience.....	4
<b>C.</b>	Quality Assurance and Evaluation.....	5
<b>D.</b>	Coordination of Services.....	6
<b>E.</b>	Facilities.....	6
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<b>A.</b>	Staffing.....	7
1.	Proposed Staffing.....	7
2.	Staff Qualifications .....	9
<b>B.</b>	Project Organization .....	10
1.	Supervision and Training.....	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery.....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
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<b>VII.</b>	<b>Attachments</b>	
<b>A.</b>	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
<b>B.</b>	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
<b>C.</b>	Organization Chart	
	Program	
	Organization-wide	
<b>D.</b>	Performance and Output Measurement Tables	
	Table A	
	Table B	
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<b>E.</b>	Program Specific Requirements	

**WAGE CERTIFICATE**  
(For Service Contracts)

Subject: RFP No.: \_\_\_\_\_

Title of RFP: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(To be completed by Applicant)

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work; and
2. All applicable laws of the federal and state governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Applicant \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_